



City of Kent
Civil Service Meeting
320 S. Depeyster Street, Kent, Ohio 44240
Monday, March 17, 2025

AGENDA

CALL TO ORDER

1. Civil Service Commission

1.1 Approval of February 2025 minutes

1.2 Personnel Changes

- 1.2.1 Brad McDougal, Firefighter/Paramedic, retired 2/28/25
- 1.2.2 (Piroska) Mary Bryant, Account Clerk, retired 2/28/25
- 1.2.3 Jeffrey Smith, Water Plant Operator, retirement effective 3/31/25
- 1.2.4 RD Greenleaf, Carpenter, resigned 2/28/25
- 1.2.5 Albert LaClair, Plant Operator to Laborer, effective 2/24/25
- 1.2.6 Steven Jones, Police Officer, starting 3/25/25

1.3 Language Changes in Civil Service Rules and Regulations

1.3.1 **ORIGINAL 5.01 Notice of Examination**

Entrance Examination – Notice of competitive entrance examinations shall be given through a newspaper or local circulation and by posting notices conspicuously on the City Hall bulletin boards, in the Human Resources Office, the city’s website, and in such places as may be deemed advisable, not less than two (2) weeks prior to the last day on which applications shall be accepted for the examination. Examinations shall be held at such places as the Commission deems advisable and shall be administered under its direction.

REVISION 5.01 Notice of Examination

Entrance Examination – Notice of competitive entrance examinations shall be given ~~through a newspaper or local circulation and~~ by posting notices ~~conspicuously on the city’s website~~, on the City’s ~~Hall~~ bulletin boards, ~~in the Human Resources Office, the city’s website~~, and in such places as may be deemed advisable, not less than two (2) weeks prior to the last day on which

applications shall be accepted for the examination. Examinations shall be held at such places as the Commission deems advisable and shall be administered under its direction.

1.3.2. ORIGINAL 6.02 Duration of Eligible Lists

A certified eligible list will expire upon the filling or closing of the position, or 12 months from the date of record, whichever comes first. Firefighter lists are valid for a period of two (2) years, per Ohio Revised Code 126.46. However, the Civil Service designee may use an expired certified list to fill a position of the same classification within the same appointing authority for which the list was created. The Civil Service Commission may grant a one (1) year extension for any eligible list that has not expired. No eligible list will be granted more than one (1) extension.

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2. BUDGET AND FINANCE

3. HEALTH DEPARTMENT

4. SAFETY ADMINISTRATION

- 4.1 Administrative Assistant/Secretary exam given on 3/13/25, with 27 candidates attending.
- 4.2 Chief Shearer is requesting an exceptional appointment to the position of detention officer under Rule 7.04 (b).^{*} The candidate in question is Garrett Groff, one of the KPD Explorers who is 19 and has a strong desire to be a detention officer. There is no current eligible list for the position. If allowed to fill the position with this candidate, it will bring the jail to full staffing.

5. SERVICE DEPARTMENT

5.1 Melanie Baker is requesting an exceptional appointment to the position of Water Treatment Plant Operator under Rule 7.04(b).* The candidate is John Seidel, a previous employee who obtained experience working at our water plant. He is interested in returning to employment with the City of Kent, and his return is supported by both Melanie and Suzanne Stemnock, HR Director.

6. NEW BUSINESS

7. OLD BUSINESS

8. ADJOURNMENT

****Rule 7.04 (b)** In the case of a vacancy in a position in the classified civil service where peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impractical and that the position can best be filled by a selection of some designated person of high and recognized attainments in those qualities, the Commission may suspend the provisions of Section 124.01 to 124.64 of the Revised Code that require competition in such case, but no suspension shall be general in its application. All such cases of suspension shall be reported in the minutes of the Commission and in the annual report with the reasons for the suspension.*